King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 **Inmate Services**	
7.05.002, **Indigent Inmates**	Approved By:	Director Allen Nance
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Purpose:
To outline the commissary services available to indigent inmates.

Policy
It is the policy of the department that inmates shall have access to certain basic personal items regardless of their ability to pay.

References
Department policies: 6.04.005, Notary Public
7.05.001, Commissary System
7.07.002, Legal Workstation
Pro-Se Information Handbook: Services available for a Criminal Pro-Se Detainee

Definitions
Indigent inmates: Inmates who have one dollar or less in their trust fund account.
Pro-Se inmates: Inmates who have elected and been granted permission by the court to represent themselves in their legal matters.

A. General Guidelines

1. Indigent inmates shall receive a postal allowance of three letters per week for personal use.
2. Indigent inmates are not allowed to purchase food items on commissary.
3. Indigent inmates may order one indigent combination kit, plus one additional item from the Indigent Care Section of the commissary form, once a week.
4. Indigent inmates must place their commissary order weekly via telephone or kiosk to receive.
5. Indigent inmate's trust fund account will be debited as posted on the commissary form for the additional item ordered from the Indigent Care Section of the commissary form following policy 7.05.001, Commissary System.
6. Indigent inmates may only order from the Indigent Care Section of the commissary form. If any other item is ordered, the entire order shall be void.
7. Indigent inmates will be allowed to order one (1) two pill packet of either acetaminophen or ibuprofen per week.
8. Indigent inmates shall have access to notary services.

9. Indigent inmates shall have access to jail health services.

B. Procedure

1. On a weekly basis, and upon ordering, indigent inmates shall receive one indigent inmate combination kit consisting of:
   a. Two bars of soap
   b. One golf-size pencil
   c. Three sheets of letter-size paper
   d. Three legal envelopes
   e. One tube of toothpaste
   f. One short-handled toothbrush
   g. One bottle of shampoo
   h. One stick of deodorant
2. Indigent Pro-Se Inmates shall be provided the following:
   a. A one-time provision of supplies and information packet.
   b. Access to the Legal Workstation, following department policy 7.07.002, Legal Workstation.
   c. Postage shall be paid for legal-mail only when a copy of a court-authorized status of "in forma pauperis" has been produced to the department.
   d. The department does not have the resources to pay postage for registered, special delivery, or certified mail (refer to Criminal Pro-Se Handbook).
   e. Access to making phone calls with a department provided pin number, once a copy of a court authorized status of "in forma pauperis" has been produced to the department.
      1) Only telephone numbers approved by a court order will be added to a pin account (refer to Criminal Pro-Se Handbook).